mailcoms Tariff Change 2021

Mailhub

download instructions

Royal Mail

Authorised
independent inspector and
maintainer of franking machines

Note: Your franking machine must be connected via LAN or modem.
The 2020 tariff change will be effective from 1st January 2021.
THESE INSTRUCTIONS MUST BE CARRIED OUT BETWEEN THE 23RD DECEMBER AND 31ST DECEMBER TO ENSURE THE CORRECT TARIFF IS LOADED FOR 1ST JANUARY 2021.
For further details of the new Royal Mail postal tariffs please refer to **www.royalmail.com/prices2021**. If you experience any problems after loading the new tariff, turn the machine OFF then ON.
Call our support on: **01543 572 776** or Email: **info@mailcoms.co.uk**.

1	FROM YOUR HOME SCREEN PRESS **MENU**
2	SCROLL DOWN TO **ONLINE SERVICES** 2 AND PRESS **OK**
3	SCROLL DOWN TO **GENERIC** **CALL** AND PRESS **OK**
4	A **'SERVER CALL SUCCESSFUL'** MESSAGE WILL BE DISPLAYED WHEN THE CALL IS COMPLETE AND THE NEW RATE HAS BEEN DOWNLOADED PRESS **OK** TO CONTINUE PRESS **CONTINUE**
5	PRESS YOUR **HOME** BUTTON TO RETURN TO YOUR HOME SCREEN

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For reduced priced FRANKING MACHINE INK CARTRIDGES and LABELS call 01543 572776 or visit www.mailcoms.co.uk